College of Arts & Letters
University of Notre Dame
Staff Administration Meeting Minutes
Thursday, September 25, 2014

Offices Represented: American Studies; Anthropology; Arts and Letters Computing; Center for Children and Families; Center for Ethics and Culture; Center for Philosophy of Religion; Center for the Study of Languages and Cultures; Center for the Study of Religion and Society; Classics; College Seminar; Computer Applications Program; Creative Writing Program; Cushwa; Design, Copy, and Logistic Services; East Asian Languages and Cultures; Economics; English; Film, Television, and Theatre; Gender Studies; German and Russian Languages and Literatures; Hesburgh Program, History, Institute for Latino Studies; Institute for Scholarships in the Liberal Arts; Irish Language and Literature; Journal of Formal Logic; Maritain Center; Medieval Institute; Medieval Institute; Office of Communications; PhD in Literature; Philosophy; Political Science; Program of Liberal Studies; Psychology; Review of Politics; Romance Languages and Literatures; Rooney Center; Sociology; Theology; University Writing Program; Undergraduate Dean’s Office.

Offices Not Represented: Africana Studies; Art, Art History, and Design; Center for Creative Computing; Constitutional Studies; Glynn Honors Program; Music; Reilly Center; Shakespeare at Notre Dame.

1. Welcome – Rob Becht
   - Rob introduced new staff members:
     - Denise Ayo - Center for the Studies of Languages and Cultures, Academic Programs Assistant Director
     - Clare Macy - Center for the Study of Religion and Society, Senior Staff Assistant
     - Shane Ulbrich – Cushwa, Administrative Coordinator
     - Shawna Kolka – Economics (LEO), Senior Research Associate
     - Jennifer Krauser – Film, Television, and Theatre; Administrative Coordinator
     - Morgan Lee – History, Administrative Assistant
     - Madeline Gillen – History, Research Assistant
     - Elizabeth Kuhn – ISLA, Academic Conference Specialist
     - Kara Paterson – Political Science/Washington Program, Faculty Support and Program Coordinator
     - Darlene Nowakowski – Political Science, Administrative Assistant
     - Matthew Cloud – Psychology, Project Manager
     - Ruth Sobieralski – Psychology, Child Maltreatment Coordinator
     - Madeline Oswald – Psychology, Research Assistant
     - Rebecca Lamp – Psychology, Staff Assistant
     - Karin Dale – Dean’s Office, Senior Administrative Assistant (reports to Peter Holland, Division of the Arts)
     - Kate Garry – Office of Communications, Director
   - The Associate Deans’ Senior Administrative Assistants introduced themselves and gave a brief description of their responsibilities in the Dean’s Office. Karin Dale supports Peter Holland, Associate Dean for the Arts, and Marie Di Pasquale, Academic Advancement Program Director; Kathy Fischer supports Margaret Meserve, Associate Dean for the Humanities; and Diana Dickson supports Mark Schurr, Associate Dean for the Social Sciences.
   - Rob’s Reminders:
     - *Monk’s Tale* is the current Book Club book. The first discussion will be on October 13, at noon, in 119 O’Shaughnessy and the final discussion of the book will conclude on November 25th; Monk Malloy will join us then. Lunch will be provided at both gatherings.
Rob reminded us to take advantage of the Health Screening, not only is it good to track your health but you can save money too.

NDVoice staff survey is coming up in two weeks; have your voice heard by participating.

Notre Dame is revamping all financial tools this year; it will go into effect this spring. GLEZ is going away.

Faculty hiring process will be an electronic online system; it will be similar to staff hiring. Faculty will have to apply online and a background check will be required. This is scheduled to roll out soon.

Policies are being implemented for tracking teaching loads.

Graduate programs across the College are being reviewed as to how they’re being managed.

2. SAS – Brenda Teshka
   - The Fall Break tour is scheduled for Wednesday, October 22nd. We will tour the library to view the rare book collection and the Center for Digital Scholarship.
   - The activity for the January Workshop will be flower arranging and glass painting. More information will follow as it develops.
   - If the SAS committee hasn’t contacted a new employee for lunch, please inform Darlene Nowakowski so she can make the arrangements.
   - Three SAS positions will become available in January 2015, please consider joining.

3. ALCO – Dave Mastic
   - ALCO moved from Decio Hall to 251 O’Shaughnessy Hall.
   - ALCO’s staff is usually out in the field working. If assistance is needed, the best way to expedite your request is to contact OIT, 1-8111.
   - The Week@ND will start advertising OIT Technical training events two weeks out. The entire training calendar is always available in Endeavor.
   - Appointment slots in Google calendar are being used for faculty/student advising. This system works providing the faculty member’s calendar is up-to-date.
   - Make sure you are using a person’s preferred email address when scheduling an appointment on a calendar. An individual preferred e-mail address is available in ND Directory listing.

4. Deposit Policy – TD Ball
   - 1st Source Bank introduced a new procedure for deposits. Notre Dame’s Treasury Department’s website has a cheat sheet explaining the procedure. You may still take your deposit to LaFortune’s bank branch and receive your receipt immediately or you may use a drop bag. Your receipt will then be returned to you in the bag, via campus mail. The deposit bag can be acquired from the treasury department. If you can’t find the cheat sheet, TD will provide a copy for you and also the deposit slips.

5. Miscellaneous and Breast Cancer Fundraiser – Mo
   - Due to the required background checks for new faculty, appointments will need to be turned into the Dean’s office in a timely manner. Please note: if a regular faculty members appointment is not in on time or if the faculty member does not go on line to begin the process for a background check, there is a possibility they will not be paid on July 31st.
   - When your department is interested in a senior hire and your chair says that Dean McGreevy wants paperwork on the individual, you should set them up in the database and scan their vitae plus letters of recommendation into the database. You should then forward this information to Cindy Swonger. We do not need hard copies.
• Courses dropped by T&R faculty, due to low enrollment are owed to the College and will continue to be tracked in Filemaker Pro. DGS's and DUS's are responsible for knowing what courses are owed. Inputting this information will be requested earlier than in the past. These due dates will be added to the administration calendar and you will also receive an e-mail. As soon as you are aware that a non-regular faculty member is not teaching, the Dean’s office must be notified so that pay can be stopped.
• Remember to watch the Administrative Calendar for due dates; this calendar holds valuable information for our College.
• Breast Cancer Fundraiser

We will again use the pink cotton ball tube in the Great Hall to track our fundraising progress. Last year we raised $7,100 and over 14 years a total of $106,000. We assisted approximately 600 people in our community. The History Department is planning a trivia lunch, on October 9th. If you would like to participate, please RSVP to Nell Collins, as soon as possible. The Office of Communications is planning their coffee and desserts in the Great Hall on October 8th, if you would like to bring a dessert, it would be greatly appreciated, contact Kate Garry. Saturday, October 11th is our Tailgate that will be outside if weather permits; if not, it will be in the Great Hall of O’Shaughnessy. We also hope to schedule a day to sell everyone’s items in the Great Hall. Dave Mastic challenged us to raise $350 by October 1st and he would match it, plus dye a pink ribbon on the back of his head. If you have any ideas to promote you may do it through asec@listserv.nd.edu. October 1st is the beginning of our fundraiser and we will announce the results at our next staff meeting on November 4th. Mo is looking for someone who will manage the blog for our fundraiser. More information will follow.

6. Learning @ Work – La Tonia Ferguson, Human Resources Career Development Consultant
La Tonia talked about career development programs offered through Human Resources:
• The Learning @ Work program is a series of 3 programs: English as a New Language Program, High School Equivalency Program, and the IVY Tech associates degree program.
• Harrison Assessment test is offered to help chart your career, define your strengths and challenges, to help enhance further career development.
• La Tonia encourages us to take advantage of the opportunities that HR has to offer. If you have any questions you may connect with La Tonia on HR’s website.

The Meeting Adjourned at 10:00 a.m.
Next Meeting is November 4, 2014
119 O’Shaughnessy Hall